

FY 2003

AFLIS WORKSHEETS

FOR THE

LIBRARY ANNUAL

REPORT PROGRAM

(LARP)

Version 2

11/21/2003 7:40 AM

Table of Contents

LARP General Instructions.....	3
LARP Workbook.....	8
FL Information Section.....	8
Funds Obligated Section (Page 1).....	9
Funds Obligated Section (Page 2).....	13
Funds Obligated Section (Page 3).....	15
Funds Obligated Section (Page 4).....	16
External Funds Section.....	17
Facilities Data Section.....	18
Schedule Data Section.....	20
Material Inventory Statistics Section	22
Service Statistics Section (Page 1).....	24
Service Statistics Section (Page 2).....	25
Circulation of Library Materials (Non-Books).....	26
Circulation of Library materials (Books).....	27
Supplemental Statistics (Materials Add/Withdrawn).....	28
Supplemental Statistics Population.....	30
Automation/Online Statistics (Page 1).....	31
Automation/Online Statistics (Page 2).....	32
Automation/Online Statistics (Page 3).....	33
Automation/Online Statistics (Page 4).....	34
Automation/Online Statistics (Page 5).....	35
Automation/Online Statistics (Page 6).....	36
Automation/Online Statistics (Page 7).....	37
Automation/Online Statistics (Page 8).....	38
Personnel.....	39
FTE.....	41
Training.....	43
LARP Narrative Template.....	44

LARP General Instructions

From the main AFLIS page select Update/View or Report Link

Be sure to click the maximize button in top right corner of your screen. This will size the screen so that the scroll bars work properly.

The [Update/View](#) link will take you to the main subject area of LARP.

The buttons at the top right of the screen

The AFLIS – Home button will take you back to the main AFLIS screen

The Reports button will take you to the report section of AFLIS. This is the same area the Report Link from the main AFLIS page will take you.

The Update/View button will take you to the main subject area of LARP. This is the same area the Update/View Link from the main AFLIS page will take you.

The Problems? Button is under construction please do not use at this time.

The Help button will take you to the Main Help Section.

The Logout button will log you out of AFLIS.

Under this button you will notice a link call LARP – Library Annual Report Program. This link will take you to the main subject are of LARP. This is the same area that the Update/View button and the Update/View Link from the main AFLIS page will take you.

At the bottom of each screen be sure to click on the UPDATE button. If you elect not to click on this button then the information you have just typed in will be LOST.

If prompted click OK.

You will notice that several of the subject areas will have multiple pages or screen shots. You must update each screen before changing to the next screen or page.

Where there are list boxes you must select from the items listed in them. If you need a new item placed in the list box please contact your Command Librarian who will contact SVPAL to have the list box updated.

Use of this workbook is encouraged. Filling out this workbook will make the data entry on the web site easier.

Use of the TAB key is encouraged. The tab order follows the workbook order.

FL Information Section

Click on the circle, which is on the left side of the subject title. This will bring up the FL Information section.

Select the year you wish to update/view. Only current year will allow updates.

Once you have finished updating the information be sure to click on the [Update FL](#) button at the bottom of the screen.

To return to the main subject area of LARP, click on either the [Update/View](#) button or the [LARP link](#).
MAJCOM ONLY - Once you have selected the year/base click the [view](#) button. This will bring up the FL Information screen to be updated.

Financial Section

Fund Obligated

Click on the circle to the left of **Fund Obligated**. This will bring up the Funds Obligated information section.

Select the year you wish to update/view. Only current year will allow updates.

MAJCOM ONLY - Once you have selected the year/base click the [view](#) button. This will bring up the FL Information screen to be updated.

You will not be able to update any of the CENTRAL APF field.

You will notice that this section has 4 pages/screens. Be sure to click on the [update button](#) each page/screen before changing to the next screen or the information you have just typed in will be LOST.

To change to the next page/screen just click on the number. You will notice that the Pages you are not viewing will be highlighted and underlined.

To return to the main subject area of LARP, click on either the [Update/View](#) button or the [LARP link](#).

External Funds

Click on the circle to the left of **External Funds**. This will bring up the External Funds information section.

Select the year you wish to update/view. Only current year will allow updates.

MAJCOM ONLY - Once you have selected the year/base click the [view](#) button. This will bring up the FL Information screen to be updated.

Once you have finished updating the information be sure to click on the [Update](#) button at the bottom of the screen. (From this point on I will not continue to tell you to click this button. I think by this time you have the concept that you have to continue this procedure through out.)

To return to the main subject area of LARP, click on either the [Update/View](#) button or the [LARP link](#). (From this point on I will not continue to tell you how to get back to the main subject are of LARP. I think by this time you have the concept that you have to continue this procedure through out.)

Circulation/Services

From the main subject area click on the circle to the left of the subject are you want to update/view. (From this point on I will not continue to tell you how to select this subject area. I think by this time you have the concept that you have to continue this procedure through out.)

Facilities Data

Select the year you wish to update/view. Only current year will allow updates. (From this point on I will not continue to tell you to select the year you wish to update/view. I think by this time you have the concept that you have to continue this procedure through out.)

MAJCOM ONLY - Once you have selected the year/base click the [view](#) button. This will bring up the FL Information screen to be updated. (From this point on I will not continue to tell you how to

select the year/base to update/view. I think by this time you have the concept that you have to continue this procedure through out.)

There are no special instructions other than what is in the workbook.

Schedules Data

There are no special instructions other than what is in the workbook.

Material Inventory Statistics

There are no special instructions other than what is in the workbook.

Service Statistics

Note there are 2 pages/screen to be updated. There are no special instructions other than what is in the workbook.

Circulation of Library Materials (Non Books)

There are no special instructions other than what is in the workbook.

Circulation of Library Materials (Books)

There are no special instructions other than what is in the workbook.

Supplemental Statistics (Materials Added/Withdrawn)

There are no special instructions other than what is in the workbook.

Supplemental Statistics (Population)

SVPAL will input all Population Totals figures with the Exception of Contract Employees and Other.

There are no special instructions other than what is in the workbook.

Automation/Online Statistics

Note there are 8 pages/screen to be updated. There are no special instructions other than what is in the workbook.

Personnel

Add Personnel

You can only add personnel to the current year.

Option 1: Select Add Personnel. Be sure to Click the [Add Personnel](#) Button at the bottom of the page.

Option 2: Select the Year. Select the Person whose information you wish the new person to have. Click the [View](#) Button. Make required corrections. Pay special attention to the way the name field must be entered. Be sure to Click the [Add](#) Button at the bottom of the page.

Edit Personnel

Select the Year you wish to Edit. Select the Person you wish to Edit. Click the [View](#) Button. Make required changes. Click the [Update](#) Button at the bottom of the page.

Delete Personnel

Select the Year you wish to Edit. Select the Person you wish to Edit. Click the [View](#) Button. Click the [Delete](#) Button at the bottom of the page.

There are no special instructions other than what is in the workbook.

FTE

There are no special instructions other than what is in the workbook.

TRAINING

Add Training

The Personnel section must have been completed before training can be added.
There are no special instructions other than what is in the workbook.

Edit training

Select the way you wish to search for the training that will be edited. Click the [View](#) Button. Select from the results. Make any corrections necessary. Be sure to click the [Update](#) Button. Training records must have been entered for the edit section to work.

NARRATIVE

Any Command specific format must fit into the AF format.

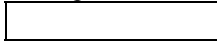
You will be in Insert mode the first time you enter the Narrative section. Be sure to click on the [Update](#) Button at the bottom of each screen. SUGGESTION, create your narrative in WORD. Spell check and Grammar check. Use Copy and Paste to move your narrative from Word to the WEB. **Before you copy and paste into the appropriate Narrative section be sure to place a CARRIAGE RETURN at the END of EACH LINE.**

Edit

Once you have entered the narrative you to make any changes you will be in the edit mode. You must press the [EDIT](#) button by each section to make corrections to that section.

There are no special instructions other than what is in the workbook.

From the main AFLIS page select the [Report Link](#).

BASE Level: Select the Year, the Report then click [VIEW REPORT](#) Button. You will notice a printer icon at the bottom of the page . Click on the printer icon. This will cause the first page to print. To print page 2 click the single greater than symbol to change page. Then click the printer icon for the second page to print. **You must print each page individually.**

To print Reports that does not contain a printer icon hold down the **CONTROL** key and press **p**. This will activate the print controls and allow the page to print.

MAJCOM Level: Please follow the instructions BASE level. You also have the capability of printing individual libraries; Libraries by type and or a MAJCOM level Rollup by selection All Libraries. Narratives can only be printed at Individual Library level.

FL INFORMATION SECTION

I. FL Information

Fiscal Year of Data Being Reported **[4 digits]**

Entered For You

FL Number

Entered For You

MAJCOM

Library Type

1. A=Academic

2. C=Command

3. G=General

4. T=Technical

Command Reference Library?

Yes _____ No _____

Unit/Office Symbol

Building Number **[if part of address]**

Address

Base/APO

NOTE: Put base name, state, and 9-digit zip code.

DSN Phone (xxx-xxx-xxxx)

_____-_____-_____

NOTE: When inputting phone numbers, please be sure to enter the extra digits shown on each line below.

Com **[Commercial]** Phone (xx-xxx-xxx-xxxx)

_____-_____-_____-_____

DSN Fax (xxx-xxx-xxxx)

_____-_____-_____

Com **[Commercial]** Fax (xx-xxx-xxx-xxxx)

_____-_____-_____-_____

E-mail Address **[of Library Director]**

Primary Regional Network Affiliation

NOTE: List any network or consortium your library belongs to other than FEDLINK and MAJCOM Sponsored OCLC.

Name of Commander/Supervisor (of Librarian)

**NOTE: This is the Flight Chief for both Civil Service and Contract staffed libraries.
For libraries without Flight Chiefs, this is your direct supervisor.**

Name of Librarian

FUNDS OBLIGATED SECTION
PAGE 1

NOTES:

1. All dollar figures are rounded to the nearest whole dollar with no decimals.
2. Do not include any purchases paid for by HQ AFSVA/SVPAL or your MAJCOM.
3. The **TOTALS** column is filled in automatically by the computer.

Reporting Period Requested CAPF	<u>Will be Entered For You</u>
Reporting Period Requested LAPF	_____
Reporting Period Requested NAF	_____
Office Books Print CAPF	<u>Will be Entered For You</u>
Office Books Electronic CAPF	<u>Will be Entered For You</u>

NOTE: Include the cost of Electronic books permanently added to office collections here.

Office Books- Print LAPF	_____
Office Books Electronic ¹ LAPF	_____

NOTE: Include the cost of Electronic books permanently added to office collections here.

Office Books Print NAF	_____
Office Books Electronic ¹ NAF	_____
Library Books Print CAPF	<u>Will be Entered For You</u>
Library Books Electronic CAPF	<u>Will be Entered For You</u>

NOTES:

1. Include the cost of Electronic books permanently added to the library collection here.
2. Include rental collection costs under subscriptions.

Library Books Print LAPF	_____
Library Books Electronic LAPF	_____

NOTES:

1. Include the cost of Electronic books permanently added to the library collection here.
2. Include rental collection costs under subscriptions.

Library Books Print NAF	_____
Library Books Electronic NAF	_____

Office **Periodical** Subscriptions **Print** CAPF

Will be Entered For You

Office **Periodical** Subscriptions **Electronic** CAPF

Will be Entered For You

Office **Periodical** Subscriptions **Print** LAPF

Note: This includes the price of printed products only. If an extra fee is being charged to also receive the product online or on CD-ROM or DVD, include that fee under “Electronic Periodical Subscriptions.”

Office **Periodical** Subscriptions **Electronic** LAPF

NOTES:

1. This includes CD-ROM, DVD, and online periodical subscriptions. These are products that only supply periodicals, not databases. Examples include EBSCO and Elsevier.
2. It also includes the cost of the surcharges or licensing fees for CD-ROM, DVD, and online access to print or online subscriptions already purchased by the library (the additional fee necessary to also receive the subscription on CD-ROM, DVD, or online).
3. This does not include books on CD-ROM or DVD, which are counted under Office and Library “Books on CD-ROM/DVD.”

Office **Periodical** Subscriptions **Print** NAF

NOTE: This includes the price of printed products only. If an extra fee is being charged to also receive the product online or on CD-ROM or DVD, include that fee under “Electronic Subscriptions.”

Office **Periodical** Subscriptions **Electronic** NAF

NOTES:

1. This includes CD-ROM, DVD,) and online periodical subscriptions. These are products that only supply periodicals, not databases. Examples include EBSCO and Elsevier.
2. It also includes the cost of the surcharges or licensing fees for CD-ROM, DVD, and online access to print or online subscriptions already purchased by the library (the additional fee necessary to also receive the subscription on CD-ROM, DVD, or online).
3. This does not include books on CD-ROM or DVD, which are counted under Office and Library “CD-ROM/DVD.”

Library **Periodical** Subscriptions **Print** CAPF

Will be Entered For You

Library **Periodical** Subscriptions **Electronic** CAPF

Will be Entered For You

Library **Periodical** Subscriptions **Print** LAPF

NOTE: This includes the price of printed products only. If an extra fee is being charged to also receive the product online or on CD-ROM or DVD, include that fee under “Electronic Subscriptions.” If the title is print and electronic and the extra cost for electronic is unknown, report it under the primary format the item was purchased for.

Library **Periodical** Subscriptions **Electronic** LAPF

NOTES:

1. This includes CD-ROM, DVD and online periodical subscriptions. These are products that only supply periodicals, not databases. Examples include EBSCO and Elsevier.

2. It also includes the cost of the surcharges or licensing fees for CD-ROM, DVD, and online access to print or online subscriptions already purchased by the library (the additional fee necessary to also receive the subscription on CD-ROM, DVD, or online).
3. This **does not** include books on CD-ROM or DVD which are counted under Office and Library “Books on CD-ROM/DVD”

Library Periodical Subscriptions **Print** NAF _____

NOTE: This includes the price of printed products only. If an extra fee is being charged to also receive the product online or on CD-ROM or DVD, include that fee under “Electronic Subscriptions.”

Library Periodical Subscriptions **Electronic** NAF _____

NOTES:

1. This includes CD-ROM, DVD, and online periodical subscriptions. These are products that only supply periodicals, not databases. Examples include EBSCO and Elsevier.
2. It also includes the cost of the surcharges or licensing fees for CD-ROM, DVD, and online access to print or online subscriptions already purchased by the library (the additional fee necessary to also receive the subscription on CD-ROM, DVD, or online).
3. This **does not** include books on CD-ROM or DVD, which are counted under Office and Library “CD-ROM/DVD Books.”

Leased Books; e.g. McNaughton CAPF	<u>Will be Entered For You</u>
Leased Books, e.g., McNaughton LAPF	_____
Leased Audiovisual, e.g., Audio Book NAF	_____
Leased Electronic: E-books, e.g., NetLibrary CAPF	<u>Will be Entered For You</u>
Leased Electronic: E-books; e.g., NetLibrary LAPF	_____
Leased Electronic: E-books, e.g., NetLibrary NAF	_____
Leased Audiovisual; e.g., Audio Book CAPF	<u>Will be Entered For You</u>
Leased Audiovisual, e.g., Audio Books LAPF	_____
Leased Audiovisual, e.g., Audio Books NAF	_____
Office Microforms CAPF	<u>Will be Entered For You</u>
Office Microforms LAPF	_____
Office Microforms NAF	_____
Library Microforms CAPF	<u>Will be Entered For You</u>
Library Microforms LAPF	_____
Library Microforms NAF	_____
Audiovisual CAPF	<u>Will be Entered For You</u>

Audiovisual LAPF _____
NOTE: Audio Books, VHS and DVD video LAPF costs are included here.

Audiovisual NAF _____
NOTE: Video DVD NAF costs are included here.

NOTE: This is the amount of the funds you deposited this FY, not the expenditures from the account (GPO, NTIS, etc.).

Deposit Accounts CAPF **Will be Entered For You**

Deposit Accounts LAPF _____

Deposit Accounts NAF _____

FUNDS OBLIGATED PAGE 2

Office Computer Software CAPF Will be Entered For You

Office Computer Software LAPF _____

Office Computer Software NAF _____

NOTE: [Non-ILS software]

Library Computer Software CAPF Will be Entered For You

Library Computer Software LAPF _____

Library Computer Software NAF _____

Office CD-ROM/DVD Databases CAPF Will be Entered For You

Office CD-ROM/DVD Databases LAPF _____

Office CD-ROM/DVD Databases NAF Spent _____

NOTE: (i.e., Newsbank Newsfile, Sirs Researcher, etc for Library CD-ROM/DVD Databases.)

Library CD-ROM/DVD Databases CAPF Will be Entered For You

Library CD-ROM/DVD Databases LAPF _____

Library CD-ROM/DVD Databases NAF _____

NOTES: For Office and Library Online Databases: Do not include Electronic Books permanently added to your collection in this area.

Office Online Databases CAPF Will be Entered For You

Notes: This includes online databases purchased by command librarians (i.e., Jane's, Aerospace Daily, etc. for desktop and library use).

Office Online Databases LAPF _____

Office Online Databases NAF _____

NOTE: For Library Online Database (i.e., Dialog, Nexis-Lexis, Inside Defense.Com, etc.)

Library Online Databases CAPF Will be Entered For You

Library Online Databases LAPF _____

Library Online Databases NAF _____

NOTE FOR Cataloging, Document Delivery/Inter Library Loan and Telecommunication Fees. Do not report any Central APFs spent on OCLC Cataloging, ILL, and Telecom Charges. The MAJCOM pays for and reports these costs.

Cataloging CAPF _____ \$0

Cataloging LAPF _____

Cataloging NAF _____

Document Delivery/ Inter Library Loan CAPF _____ \$0

Document Delivery/ Inter Library Loan LAPF _____

Document Delivery/ Inter Library Loan NAF _____

NOTE: Do Not include ISP billed costs; these are included in number 12 below.

Telecommunications CAPF _____ \$0

Telecommunications LAPF _____

Telecommunications NAF _____

NOTE: [Including initial purchase, software and hardware upgrades, and maintenance costs and contracts]

Integrated Library System CAPF _____ \$0

Integrated Library System LAPF _____

Integrated Library System NAF _____

NOTE: [Microcomputers, printers, monitors, disk drives, maintenance costs and contracts, etc., which are NOT part of the library's integrated system]

Non-ILS Computer Equipment CAPF _____ \$0

Non-ILS Computer Equipment LAPF _____

Non-ILS Computer Equipment NAF _____

ISP (Internet Service Provider)/Internet Connection CAPF _____ \$0

ISP (Internet Service Provider)/Internet Connection LAPF _____

ISP (Internet Service Provider)/Internet Connection NAF _____

Total Auto/Service Support **[Filled in by the computer.]**

FUNDS OBLIGATED PAGE 3

NOTE: [Include maintenance contracts, equipment rental, and repair costs for government-owned equipment. DO NOT include computer equipment.]

Furniture, Supplies, and Equipment LAPF	_____
Furniture, Supplies, and Equipment NAF	_____
Furniture, Supplies, and Equipment Total	[Filled in by the computer.]
Salaries Military Pay Local APF Spent	_____
Salaries Military Pay NAF Spent	_____
Salaries Military Pay Total	[Filled in by the computer.]

NOTE: Civilian Pay [Includes benefits. Obtained from Civilian Personnel office.]

Salaries Civilian Pay Local APF	_____
Salaries Civilian Pay NAF-MOA	_____
Salaries Civilian Pay NAF	_____
Salaries Civilian Pay Total	[Filled in by the computer.]

NOTE: Contractor Pay [Includes benefits. Obtained from Contractor.]

Salaries Contractor Pay--Local APF Spent	_____
Salaries Contractor Pay--NAF Spent	_____
Salaries Contractor Pay—Total	[Filled in by the computer.]

Total Salaries **[These column totals are filled in by the computer.]**

Note: Be sure to explain any personnel paid by NATO and dollar amount paid in Narrative.

FUNDS OBLIGATED PAGE 4

Public Relations Programs CAPF	<u>\$0</u>
--------------------------------	------------

Public Relations Programs LAPF

Public Relations Programs NAF

Public Relations Programs Total [Filled in by the computer.]

NOTE: This includes any expenditures not covered above and must be explained in the Narrative.

Other CAPF	<u>Will be Entered For You</u>
------------	--------------------------------

Other LAPF

Other NAF _____

NOTE: This section of Screen is a computer-generated report. Check these totals to make sure you have entered your figures correctly.

Other Total [Filled in by the computer.]

Total Miscellaneous CAPF **[Filled in by the computer.]**

Total Miscellaneous LAPF **[Filled in by the computer.]**

Total Miscellaneous NAF [Filled in by the computer.]

Total Miscellaneous Total **[Filled in by the computer.]**

Summary This Record [Filled in by the computer.]

Funds Obligated Summary Table [Filled in by the computer.]

EXTERNAL FUNDS SECTION

Office¹ Books **Print** _____

Office¹ Books **Electronic** _____

Office¹ **Print** Subscriptions _____

Office¹ **Electronic** Subscriptions _____

NOTE: This includes CD-ROM, DVD, and online subscriptions.

Leased Books _____

Leased Audiovisual _____

Office¹ Microforms [both film and fiche] _____

Office¹ Computer Software _____

Office¹ CD-ROM _____

NOTE: Includes Books on CD-ROM, but not Subscriptions.

Audiovisual _____

Office Online Database _____

Library Online Database _____

Document Delivery (ILL) _____

Integrated Library System _____

Furniture, Supplies, and Equipment _____

NOTE: Include contractor-purchased supplies here.

Other _____

Total [Filled in by the computer.]

Library² Books **Print** _____

Library² Books **Electronic** _____

Library² **Print** Subscriptions [Including subscriptions on CD-ROM] _____

Library² **Electronic** Subscriptions _____

NOTE: This includes CD-ROM, DVD, and online subscriptions.

Leased Electronic _____

Library² Microforms [both film and fiche] _____

Library² Computer Software _____

Library² CD-ROM _____

NOTE: Includes Books on CD-ROM, but not Subscriptions.

Deposit Accounts _____

Cataloging _____

Telecommunication Fees _____

Non-ILS Computer Equipment _____

Public Relations Program _____

Internet Service Provider/Internet connection _____

Internet Computers _____

NOTES: ¹All OFFICE items listed are purchases of office materials and services paid for by offices and purchased on a Forms 9 or IMPAC cards that were “signed off” on by the library.

²All LIBRARY items listed are materials and services for the library paid for by others such as colleges, universities, Education, Family Support, organizational donations such as from the Officers’ Spouses Club and the Enlisted Spouses Club, etc.

FACILITIES DATA SECTION

Number of **Main Libraries** _____

No. of Hours **Main Library** is Open Per Week _____

NOTE: This is the total number of hours per week that your library is open to the public as of 30 Sep of the reporting year.

Customers Served (Physical Attendance) at the **Main Library** _____

NOTES:

1. **This is the actual number of people who physically visited your library from 1 Oct to 30 Sep of the reporting fiscal year.**
2. **The other attendance items such as virtual customers are listed below.**
3. **If you use an electronic people counter, check your counter documentation to determine if you need to divide your total by two to account for a person coming in and that same person going out.**

Square Feet **Authorized** for **Main Library** _____

Square Feet **Utilized** at **Main Library** _____

NOTE: This should be your net square footage (actual square footage available for you to use in your library) or gross minus “boiler room,” etc. Both gross (or total square footage) and net (or actual usage) square footage should be given in the narrative.

Number of **Branch Libraries** _____

No. of Hours **Branch Libraries** are Open _____

Total Physical Attendance at **Branch Libraries** _____

Square Feet Authorized at **Branch Libraries** _____

Square Feet Utilized at **Branch Libraries** _____

Number of **Library Service Centers** _____

No. of Hours **Library Service Centers** are Open _____

Total Physical Attendance at **Library Service Centers** _____

Square Feet Authorized at **Library Service Centers** _____

Square Feet Utilized at **Library Service Centers** _____

Number of **Field Libraries** _____

No. of Hours **Field Libraries** are Open _____

Total Physical Attendance at **Field Libraries** _____

Square Feet Authorized at **Field Libraries** _____

Square Feet Utilized at **Field Libraries** _____

Number of **Site Libraries** _____

No. of Hours **Site Libraries** are Open _____

Total Physical Attendance at **Site Libraries**. _____

Square Feet Authorized at **Site Libraries** _____

Square Feet Utilized at **Site Libraries** _____

Virtual Customers (Internet/WWW Visitors) _____

NOTE: This is the number of virtual visits to your library's website and catalog from a location outside your library walls.

Totals [Filled in by the computer.]

SCHEDULES DATA SECTION

NOTES:

¹**Customer Hours:** This is the typical total number of advertised and posted hours open each day to the public out of a 24 hour day. If you are open on Monday from 10 am to 8 pm, your answer for Monday is 10.

²**Non-Customer Hours:** This is the typical total number of hours each day when staff is present, but the library is not open to the public. If staff starts on Monday at 8 am but you don't open to the public until 10 am and you close at 8 pm but staff is scheduled until 8:30 to perform closing procedures, you have 2 hours before opening and half an hour after closing for a total of 2.5 hours for Monday.

³**Command Librarians:** This is the typical number of hours you work a day. Your customers are the libraries in your command.

Open on **Mondays**? Yes _____ No _____

No. of Customer Hours^{1&3} on **Monday** _____

No. of Non-Customer Hours² on **Monday** _____

Open on **Tuesdays**? Yes _____ No _____

No. of Customer Hours^{1&3} on **Tuesday** _____

No. of Non-Customer Hours² on **Tuesday** _____

Open on **Wednesdays**? Yes _____ No _____

No. of Customer Hours^{1&3} on **Wednesday** _____

No. of Non-Customer Hours² on **Wednesday** _____

Open on **Thursday**? Yes _____ No _____

No. of Customer Hours^{1&3} on **Thursday** _____

No. of Non-Customer Hours² on **Thursday** _____

Open on **Friday**? Yes _____ No _____

No. of Customer Hours^{1&3} on **Friday** _____

No. of Non-Customer Hours² on **Friday** _____

Open on **Saturday**? Yes _____ No _____

No. of Customer Hours^{1&3} on **Saturday** _____

No. of Non-Customer Hours² on **Saturday** _____

Open on **Sunday**? Yes _____ No _____

No. of Customer Hours^{1&3} on **Sunday** _____

No. of Non-Customer Hours² on **Sunday** _____

Open on **Holidays**? Yes _____ No _____

No. of Customer Hours^{1&3} on **Holidays** _____

No. of Non-Customer Hours² on **Holidays** _____

Other Information

NOTE: Totals for answers b, c, and d below should equal the answer to question a.

Average Total Staff hours Worked per Week. _____

NOTE: This is the number of employees times the number of hours per week each works. If you have four 40-hour slots and one 20-hour slot, your answer is 180 hours (4x40 + 1x20 =180).

Average Total Staff hours Worked per Week While **Open**
to the Public **Weekdays** During the Hours of **0700 to 1700**. _____

Average Total Staff hours Worked per Week While **Open**
to the Public **Weekdays** During the Hours of **1700 – 2400 and**
on Weekends. _____

Average Total Staff hours Worked per Week While **Closed**
to the Public. _____

NOTE: The answers for questions Total Days OPEN and CLOSED should equal 365 or 366 if leap year.

Total Number of Days **Open** During the Reporting Period _____

Total Number of Days **Closed** During the Reporting Period _____

NOTE: This includes any days the library is normally closed (If closed every Friday = 1 day x 52 weeks=52 days), holidays closed, and any other days closed for training, renovations, hurricanes, etc. Explain this answer in detail in your narrative.

MATERIAL INVENTORY STATISTICS SECTION

NOTES:

1. All library-owned materials should be counted here, regardless of who paid for the materials.
2. Figures for each type of material listed below should include **BOTH LIBRARY AND OFFICE** materials and both Fiction and Nonfiction.

Adult Shelf-Listed Books _____

Juvenile Shelf-Listed Books _____

Bound Periodical Shelf-Listed Books _____

Electronic Books Permanently (own them) _____

NOTE: - Do not include any leased titles (i.e., AFLIS Netlibrary titles)

Total [Filled in by the computer.]

Shelf-Listed Audio Products _____

Note: This includes audio books and music CDs.

Shelf-Listed Video Products _____

NOTE: This includes VHS and DVD videos.

Total Filled in by the computer.]

Library Periodical Subscriptions Print _____

Library Periodical Subscriptions Electronic _____

NOTE: This includes CD-ROM, DVD, and online periodical subscriptions. The number should reflect the total number of individual titles provided by CD-ROM, DVD, and online periodical subscriptions. In the narrative, show the number of titles from each vendor; i.e., EBSCO – 5,000 titles, Elsevier – 1100 titles, etc.

Office Periodical Subscriptions Print _____

Office Periodical Subscriptions Electronic _____

NOTE: This includes CD-ROM, DVD, and online periodical subscriptions. The number should reflect the total number of individual titles provided by CD-ROM, DVD, and online periodical subscriptions. In the narrative, show the number of titles from each vendor; i.e., EBSCO – 5,000 titles, Elsevier – 1100 titles, etc.

Total Periodical Subscriptions Print [Filled in by the computer.]

Total Periodical Subscriptions Electronic [Filled in by the computer.]

NOTE: *Air Force Times*, *Federal Times*, etc., are considered to be periodical subscriptions, not newspapers. EBSCO will be counted in the Electronic Periodical Subscriptions area. Count the number of titles

Library Newspaper Subscriptions Print	_____
Library Newspaper Subscriptions Electronic	_____
Office Newspaper Subscriptions Print	_____
Office Newspaper Subscriptions Electronic	_____
Total Newspaper Subscriptions Print	[Filled in by the computer.]
Total Newspaper Subscriptions Electronic	[Filled in by the computer.]
Shelf-Listed Classified Tech Reports and Documents	_____
Shelf-Listed Unclassified Tech Reports and Documents	_____
Total Tech Reports and Documents	[Filled in by the computer.]
No. of Leased <u>Books</u> Added to the Collection per Month	_____
Total Collection Size of Leased <u>Books</u> [Number kept on hand]	_____
No. of Leased <u>Non-book</u> Items Added to the Collection per Month	_____
NOTE: This includes audio books and e-books, both adult and young adult's. Do not include AFLIS NETLIBRARY titles.	
Total Collection Size of Leased <u>Non-Books</u> [Number kept on hand]	_____
*Non-Publication Items Computer Software	_____
NOTE: [Each <u>title</u> counts as one, not each piece.]	
*Non-Publication Item CD ROM/DVD	_____
NOTE: This DOES NOT include CD-ROM/DVD periodical subscriptions.	
* Online Services/Databases	_____
NOTE: This is the total number of accessible databases available. DO NOT count databases that only contain periodicals.	
*Number of Microforms Titles	_____
*Number of Microforms Reels/Fiche	_____
* Other	_____

NOTE: Enter the total number of items in a format not counted above here. Explain this figure in the narrative.

Total Collection **[Filled in by the computer.]**

NOTE: MICROFORMS, FICHE/REELS, and OTHER CATAGORIES ARE EXCLUDED FROM THE TOTAL COLLECTION CALCULATION.

NOTE: * Not factored into the Total Collection

SERVICE STATISTICS SECTION PAGE 1

Number of **ACTIVE OFFICE** Reference Collections **Accounts** _____

Note: The number of Offices being directly supported by the Library/MAJCOM with items being purchased. MAJCOM and Base Libraries should not be duplicating numbers in the Office Account section.

Number of OFFICE COLLECTION **Items on Loan** _____

Number of **Items** Purchased During the Reporting Period
for Office Collection Accounts _____

Note: Online and Web products purchased should count as 1 product, regardless of the number of users.

Document Delivery/Interlibrary Loan

Note: Document Delivery covers 3 elements: interlibrary loans, articles downloaded electronically from library computers or customers' desktops, and documents purchased through commercial document delivery services; i.e., British Library, Global Engineering, CISTI, Dissertation Abstracts, etc.

Number of **Interlibrary Loan Items Borrowed** _____

Number of **Interlibrary Loan Items Loaned** _____

Total for Interlibrary Loan Items

[Filled in by the computer.]

Number of **Articles Electronically Obtained** _____

Number of **Articles Purchased** _____

Total of Document Delivery Transactions

[Filled in by the computer.]

Number of **Bibliographies** Prepared _____

Number of **Reference Questions** Answered _____

NOTE: A reference question is any request by a library user for information or assistance in locating information, which involves an encounter in person, by E-mail, by telephone, or by other means between the user and a member of the library staff. This does not include questions about public hours, floor plans, directional, and other similar questions.

Number of Current Awareness Service **Products** Produced this FY _____

NOTE: This is a synonym for Selective Dissemination of Information: A service provided by a library whereby its users are periodically notified of new publications, report literature, or other sources of information in which they have specified an interest.

Number of **Individuals Served** through Current Awareness Services _____

SERVICE STATISTICS SECTION PAGE 2

NOTE: The questions below refer to both customer and staff copiers no matter who owns them and whether or not a fee is charged.

Number of **Copiers** _____

Copier **Revenue** _____

Copier **Expenses** _____

NOTE: Include purchase price for year of purchase or rental price if rented.

Number of **Scanners** _____

NOTE: The questions below refer to both customer and staff fax machines no matter who owns them and whether or not a fee is charged.

Number of Fax **Machines** _____

Fax Machine **Revenue** _____

Fax Machine **Expenses** _____

NOTE: Include purchase price for year of purchase or rental price if rented.

NOTE: Answers to the next 5 questions are obtained from the Education Office.

Number of Educational Institutions Supported _____

Number of Degree Programs Supported _____

NOTE: Note this is the number of Degree programs offered on your bases by colleges and universities. Examples of degree programs are Associates, Bachelor of Arts, Bachelor of Science, Masters of Science, and Doctoral.

Number of Voluntary Education Students Enrolled _____

Number of PME Students Enrolled _____

Number of Library-Use Orientations Provided _____

NOTE: Count number of orientations, not people attending. Computer Orientations count as 1.

CIRCULATION OF LIBRARY MATERIALS (NON-BOOKS)

NOTE: Totals in items 1-5 include circulation outside of the library ONLY.

Periodicals and Newspapers Circulation _____

Tech Reports and Documents Circulation
Classified Tech Reports and Documents Circulation _____

Unclassified Tech Reports and Documents Circulation _____

Audio Materials Circulation _____
NOTE: This includes audio cassettes, audio CDs, etc., which are not part of rental plans.

Video Materials Circulation _____
NOTE: This includes VHS and DVD videos, etc.

Electronic Products Circulation _____
NOTE: This is actual patron checkout of CD-ROMs, non-video DVDs, e-books, software, etc. CD-ROM, DVD, and online database hits (times accessed by customers) are counted in “Electronic Circulation” below.

Leased Non-book Circulation _____

Total Non-book **Inhouse** Use [Circulation]

Physical Non-book Circulation _____
NOTE: This is the number of materials collected, retrieved, and refiled resulting from browsing or use. This includes magazines left by copiers, microforms left by reader/printers, A/V materials used in-house, etc.

Electronic Circulation _____
NOTES:
1. This Is the number of logins to the library’s electronic resources (CD-ROMs, DVDs, online databases and journal collections to include EBSCO, Elsevier, Jane’s, and other commercial databases; and citation indexes such as FirstSearch, Dialog, etc. Logins are the number of user-initiated sessions in licensed electronic resources. A session starts when a user connects to an electronic product and ends when he leaves.
2. Electronically Obtained articles are counted under “Document Delivery,”(III D 2c & d) and literatures searches are counted in “Online Statistics.” (III I 2a,b & c)
3. If a product does not have the capability of providing the number of logins (hits should normally not be used as they include extraneous numbers) devise a strategy for determining the number of logins and describe that strategy in the Narrative under ‘Section I Remarks.’

Total Non-book Inhouse [Filled in by the computer.]

Other Circulation _____
NOTE: This is any non-book circulation not mentioned above such as patron computer usage and circulation of paperback exchange, board games, art prints, etc. These categories should be individually listed in the narrative Section I with each circulation total listed.

Total Non Book Circulation [Filled in by the computer.]

CIRCULATION OF LIBRARY MATERIALS (BOOKS)

Fiction

Adult Fiction Circulation [**Books**] _____

Juvenile Fiction Circulation [**Books**] _____

Total Fiction Circulation [**Books**] **[Filled in by the computer.]**

Nonfiction

Adult Nonfiction Circulation [**Books**] _____

Juvenile Nonfiction Circulation [**Books**] _____

Total Nonfiction Circulation **[Filled in by the computer.]**

Leased Books

Adult Leased Book Circulation [**Fiction and Nonfiction**] _____

Juvenile Leased Book Circulation [**Fiction and Nonfiction**] _____

Total Leased Book Circulation **[Filled in by the computer.]**

Electronic Books

NOTE: Do not include leased E-books. These are counted with leased items.

Total Book Inhouse Use

NOTE: This includes reference materials use, “browsing” reading, juvenile materials, etc.

Physical Inhouse Book Use [Fiction and Nonfiction] _____

Electronic Inhouse Book Use [Fiction and Nonfiction] _____

NOTE: This is “hits” (times accessed) for CD-ROM, DVD, and electronic books accessed on in-house library equipment.

Total Inhouse Book Use **[Filled in by the computer.]**

Total Books

Total Adult Book Circulation **[Filled in by the computer.]**

Total Juvenile Book Circulation **[Filled in by the computer.]**

Total Adult and Juvenile Book Circulation **Filled in by the computer.]**

Total Book and NonBook Circulation **[Filled in by the computer.]**

SUPPLEMENTAL STATISTICS (MATERIALS ADD/WITHDRAWN)

NOTES:

1. **ALL** of the following statistics include **both office and library collections**.
2. Last year's Materials Inventory figure for each category should equal this year's Materials Inventory Figure minus items added and plus items withdrawn. If these figures do not match, please explain in Section I, Remarks, of the narrative.

NOTE: This includes fiction, nonfiction, juvenile, adult, and office books.

Print Books ADDED

Print Books WITHDRAWN

NOTE: Electronic Books Do not include leased E-books

Electronic Books ADDED

Electronic Books WITHDRAWN

Print Periodical Subscriptions ADDED

Print Periodical Subscriptions WITHDRAWN

NOTE: Electronic Periodical Subscriptions covers CD-ROM, DVD, and online subscriptions with each title counting as one.

Electronic Periodical Subscriptions ADDED

Electronic Periodical Subscriptions WITHDRAWN

Print Newspaper Subscriptions ADDED

Print Newspaper Subscriptions WITHDRAWN

Electronic Newspaper Subscriptions ADDED

Electronic Newspaper Subscriptions WITHDRAWN

Tech Reports and Documents ADDED

Tech Reports and Documents WITHDRAWN

Audio Materials ADDED

Audio Materials WITHDRAWN

VHS and DVD Video Materials ADDED

VHS and DVD Video Materials WITHDRAWN

Note: Microforms [Microfiche and microfilm] Each piece of fiche or roll of film counts as one.

Microforms ADDED _____

Microforms WITHDRAWN _____

NOTE: CD-ROM/DVD Each title counts as one. This does not include CD-ROM or DVD subscriptions.

CD-ROM/DVD Titles ADDED _____

CD-ROM/DVD Titles WITHDRAWN _____

NOTE: Computer Software [Each title counts as one.]

Computer Software ADDED _____

Computer Software WITHDRAWN _____

Online Databases ADDED _____

Online Databases WITHDRAWN _____

NOTE: Others includes any items, which are not listed above: art prints, board games, etc. Please explain your answer and list the categories in the narrative.

Other Items ADDED _____

Other Items WITHDRAWN _____

Total ADDED [Filled in by the computer.]

Total WITHDRAWN [Filled in by the computer.]

SUPPLEMENTAL STATISTICS (POPULATION)

NOTES:

1. The population figures annotated below will be filled in by HQ AFSVA/SVPAL after your LARP is submitted to them. Their population statistics include all branches of service.
2. If your patron database has not been purged within the last 18 months to maintain accuracy, it needs to be done before you complete this section of LARP.
3. The percentages to the right of each category are filled in by the computer.

Active Duty Military Population Total Filled in by SVPAL

Active Duty Military Registered Borrowers _____

Civilian Employee Population Total Filled in by SVPAL

Civilian Employee Registered Borrowers _____

NOTE: Any person employed by the Federal Government regardless of Branch is considered a Civilian employee. Examples are NAF funded, DECA, etc

Contract Employee Population Total _____

Contract Employee Registered Borrowers _____

Retired Military Population Total Filled in by SVPAL

Retired Military Registered Borrowers _____

Family Member Population Total Filled in by SVPAL

Family Member Registered Borrowers _____

NOTE: This includes non-military on-base education students and any others authorized to use the library that do not fall in the above categories, such as Navy, Army or other services personnel on a base.

Others Population Total _____

Others Registered Borrowers _____

NOTE: Please explain in the Narrative

AUTOMATION/ONLINE STATISTICS PAGE 1

Do you use Online Reference Service Yes _____ No _____

NOTE: An example of an Online reference service is FirstSearch, EBSCO etc.

Number of Mediated Searches Performed _____

NOTES:

1. If the answer to question 1 above is YES, you MUST show a number above zero here.
2. Mediated Searches are searches performed by a staff member for a customer. Searches are the process of identifying relevant materials on a specific topic through the use of electronic reference tools regardless of media (CD-ROM, web-based, etc). One search may require use of multiple sources, but it is counted as one search if the topic remains the same.

Do You Use CD-ROM/DVD Reference Products? Yes _____ No _____

NOTE: This is EBSCO Academic Search, FullTEXT Select, ProQuest, InfoTrac, WilsonDisc, etc., on CD-ROM or DVD.

Number of CD-ROM/DVD Reference Products available for customer use in the library?

[See examples in a. above.] _____

NOTE: This includes products mounted on customer use computers.

Do you have an Integrated Library System? Yes _____ No _____

Name of your ILS _____

ILS Modules Used

Circulation? Yes _____ No _____

Serials Control? Yes _____ No _____

Cataloging? Yes _____ No _____

Acquisitions? Yes _____ No _____

Web Connectivity Yes _____ No _____

AUTOMATION EQUIPMENT Page 2

ILS [Integrated Library System] Equipment

NOTE:

1. **Do not** count any single piece of equipment in more than one of the following section, ILS, NON-ILS and COMBINED.
2. The number of upgraded terminals/ workstations needs to be included in the answer to the question.

No. of **ILS** Terminals/Workstations Used by **Staff Only** _____

No. of **Upgraded** Terminals/Workstations Used by **Staff Only** See NOTE 2 _____

No. of **ILS** Laser Printers Used by **Staff Only** _____

No. of **ILS** Terminals/Workstations used by **Public Only** _____

No. of **Upgraded** Terminals/Workstations Used by **Public Only** See NOTE 2 _____

No. of **ILS** Laser Printers used by **Public Only** _____

No. of **ILS** Terminals/Workstations **Shared** by Staff/Public _____

No. of **Upgraded** Terminals/Workstations Used by
Shared by Staff/Public See NOTE 2 _____

No. of **ILS** Laser Printers **Shared** by Staff/Public _____

ILS Terminals/Workstations Totals [Filled in by the computer.]

ILS Number of Terminals/Workstations Upgraded Totals Filled in by the computer.]

ILS Laser Printers Totals Filled in by the computer.]

AUTOMATION EQUIPMENT Page 3

Non-ILS [Integrated Library System] Automation Equipment

- NOTE: 1. Be sure to count any children's computers in the figures below.
2. Do not count any single piece of equipment in more than one of the following section, ILS, NON-ILS and COMBINED.
3. The number of upgraded terminals/ workstations needs to be included in the answer to the question.

No. of Non-ILS Microcomputers/Workstations Used by Staff Only _____

No of **Non-ILS** Microcomputers/Workstations
Used by **Staff Only** that were **upgraded** See NOTE 2 _____

No. of Non-ILS Laser Printers Used by Staff Only _____

No. of Non-ILS Microcomputers/Workstations Used by Public Only _____

No of **Non-ILS** Microcomputers/Workstations
Used by **Public Only** that were **upgraded** See NOTE 2 _____

No. of Non-ILS Laser Printers Used by Public Only _____

No. of Non-ILS Microcomputers/Workstations Shared by Staff/Public _____

No of **Non-ILS** Microcomputers/Workstations
Shared by **Staff/Public** Only that were **upgraded** See NOTE 2 _____

No. of Non-ILS Laser Printers Shared by Staff/Public _____

Non-ILS MicroComputers/Workstations [Filled in by the computer.]

Non-ILS Microcomputers/Workstations **Upgraded** [Filled in by the computer.]

No. of Non-ILS Laser Printers Used [Filled in by the computer.]

AUTOMATION EQUIPMENT Page 4

Computers Used as both ILS and Non-ILS [Integrated Library System] Automation Equipment

- NOTE:** 1. Be sure to count any children's computers in the figures below.
2. Do not count any single piece of equipment in more than one of the following section, ILS, NON-ILS and COMBINED.
3. The number of upgraded terminals/ workstations needs to be included in the answer to the question.

No. of Combined Use Microcomputers/Workstations Used by Staff Only _____

**Number of Combined Use Microcomputers/Workstations
Used by Staff Only that were upgraded See NOTE 2** _____

No. of **Combined Use** Laser Printers Used by Staff Only _____

No. of Combined Use Microcomputers/Workstations Used by Public Only _____

Number of **Combined Use** Equipment Used by Public Only that were upgraded See NOTE 2 _____

No. of Combined Use Laser Printers Used by Public Only _____

No. of Combined Use Microcomputers/Workstations Shared by Staff/Public _____

Number of **Combined Use** Microcomputer/Workstations Shared by Staff/Public that were upgraded See NOTE 2 _____

No. of **Combined Use** Laser Printers Shared by Staff/Public _____

Combined Use MicroComputers/Workstations [Filled in by the computer.]

Combined Use MicroComputers/Workstations Upgraded [Filled in by the computer.]

Combined Use Laser Printers [Filled in by the computer.]

AUTOMATION EQUIPMENT Page 5

ILS Equipment With Internet Access

NOTES:

1. **Do not count any single piece of equipment in more than one of the following section, ILS, NON-ILS and COMBINED.**
2. **Count only ILS workstations/terminals that have internet access in the figures below.**

No. of **Staff ILS** Workstations with Internet/www Access through **AF.MIL** _____

No. of **Staff ILS** Workstations with Internet/www Access through **Commercial ISP** _____

No. of **Staff ILS** Workstations with Internet/www Access
Through **both** AF.MIL and Commercial ISP _____

No. of **Customer ILS** Workstations/Terminals with Internet/www Access
Through **AF.MIL** _____

No. of **Customer ILS** Workstations/Terminals with Internet/www Access
Through **Commercial ISP** _____

No. of **Customer ILS** Workstations/Terminals with Internet/www Access
Through **both** AF.MIL and Commercial ISP _____

No. of **Shared ILS** Workstations/Terminals with Internet/www Access
Through **AF.MIL** _____

No. of **Shared ILS** Workstations/Terminals with Internet/www Access
Through **Commercial ISP** _____

No. of **Shared ILS** Workstations/Terminals with Internet/www Access
Through **both** AF.MIL and Commercial ISP _____

Total No. of **ILS** Workstations with Internet/www Access Through **AF.MIL** [Filled in by the computer.]

Total No. of **ILS** workstations with Internet/www Access
Through **Commercial ISP** [Filled in by the computer.]

Total No. of **ILS** Workstations with Internet/www Access
Through **both** AF.MIL and Commercial ISP [Filled in by the computer.]

Non-ILS Equipment with Internet Access

NOTES:

1. **Do not count any single piece of equipment in more than one of the following section, ILS, NON-ILS and COMBINED.**
2. **Count only non-ILS workstations/terminals that have internet access in the figures below.**

No. of **Staff Non-ILS** Workstations with Internet/www Access through **AF.MIL** _____

No. of **Staff Non-ILS** Workstations with Internet/www Access
Through **Commercial ISP** _____

No. of **Staff Non-ILS** Workstations with Internet/www Access
Through **both** AF.MIL and Commercial ISP _____

No. of **Customer Non-ILS** Workstations/Terminals with Internet/www Access
Through **AF.MIL** _____

No. of **Customer Non-ILS** Workstations/Terminals with Internet/www Access
Through **Commercial ISP** _____

No. of **Customer Non-ILS** Workstations/Terminals with Internet/www Access
Through **both** AF.MIL and Commercial ISP _____

No. of **Shared Non-ILS** Workstations/Terminals with Internet/www Access
Through **AF.MIL** _____

No. of **Shared Non-ILS** Workstations/Terminals with Internet/www Access
Through **Commercial ISP** _____

No. of **Shared Non-ILS** Workstations/Terminals with Internet/www Access
Through **both** AF.MIL and Commercial ISP _____

Total No. of **Non-ILS** Workstations with Internet/www Access Through **AF.MIL** _____ **[Filled in by the computer.]**

Total No. of **Non-ILS** Workstations with Internet/www Access
Through **Commercial ISP** _____ **[Filled in by the computer.]**

Total No. of **Non-ILS** Workstations with Internet/www Access
Through **both** AF.MIL and Commercial ISP _____ **[Filled in by the computer.]**

Combined Use Equipment (ILS & Non-ILS) with Internet Access

NOTES:

1. **Do not count any single piece of equipment in more than one of the following section, ILS, NON-ILS and COMBINED.**
2. **Count both ILS and non-ILS workstations/terminals in the figures below. Do not include workstations already counted as ILS or non-ILS equipment.**

No. of **Staff Combined Use** Workstations with Internet/www Access
Through **AF.MIL**

No. of **Staff Combined Use** Workstations with Internet/www Access
Through **Commercial ISP**

No. of **Staff Combined Use** Workstations with Internet/www Access
Through **both** AF.MIL and Commercial ISP

No. of **Customer Combined Use** Workstations/Terminals with Internet/www Access
Through **AF.MIL**

No. of **Customer Combined Use** Workstations/Terminals with Internet/www Access
Through **Commercial ISP**

No. of **Customer Combined Use** Workstations/Terminals with Internet/www Access
Through **both** AF.MIL and Commercial ISP

No. of **Shared Combined Use** Workstations/Terminals with Internet/www Access
Through **AF.MIL**

No. of **Shared Combined Use** Workstations/Terminals with Internet/www Access
Through **Commercial ISP**

No. of **Shared Combined Use** Workstations/Terminals with Internet/www Access
Through **both** AF.MIL and Commercial ISP

Total No. of **Combined Use** Workstations with Internet/www Access
Through **AF.MIL**

[Filled in by the computer.]

Total No. of **Combined Use** Workstations with Internet/www Access
Through **Commercial ISP**

[Filled in by the computer.]

Total No. of **Combined Use** Workstations with Internet/www Access
Through **both** AF.MIL and Commercial ISP

[Filled in by the computer.]

AUTOMATION EQUIPMENT Page 8

Commercial Internet Provider Name _____

Type of Internet access (i.e. Modem 28.8, T1, T3) _____

No. of Commercial Phone Lines Used for Computers _____

NOTE: Count the number of Modem Lines connected to Commercial Phone lines. These Modem lines could be used by customers to connect laptops to the internet.

Do You Have a Library LAN/WAN? Yes _____ No _____

No. of CD-ROM/DVD Products Mounted on Library LAN _____

Are you Connected to a Base/Agency LAN/WAN? Yes _____ No _____

Do you allow Patrons **Modem** Access to your LAN or Electronic Media Products? Yes _____ No _____

NOTE: This means a person who is not in the library can dial into your computer system via a modem connected to your SERVER and pull up your card catalog or other information which resides on the library computers or access that information through a web page.

No. of Patron **Modem** Access Lines _____

NOTE: If the answer to Question (1) above is NO, you cannot have a number here larger than zero.

Number of Servers _____

NOTE: Server defined can be a Primary Domain Controller (PDC), Backup Domain Controller (BDC), or Resource Server. Example: 1 SMS server, 4 Application servers (Resource server), 1 Print server = 7 servers.

Do you have a public web page? Yes _____ No _____

Do you have a restricted web page? Yes _____ No _____

Do you have an intranet web page? Yes _____ No _____

PERSONNEL

NOTES:

1. You will need multiple copies of this sheet because you will complete a page for each person who has worked during the year. Example: GS-1411-05 was filled for 3 months, then vacant for 3 months, then filled for 6 months, you would fill out 3 sheets; one for each time the position was filled and one for the vacant period of time. Another example: GS-1411-05 held position for 5 months then was promoted GS-1411-07 which was vacant 7 months; GS-1411-05 was then vacant for 4 months, GS-1411-05 filled 1 month. This would result in one sheet for 5 months filled (GS-1411-05), one sheet for 4 months vacant (GS-1411-05) and one sheet for 1 month filled (GS-1411-05), one sheet for GS-1411-07 vacant for 7 months, and one sheet for GS-1411-07 filled for 5 months.
2. Information provided for this page is as of 30 Sep of the reporting year. If an employee is quitting or starting to work on 1 Oct, that does not count.
3. To avoid confusion, consecutively number position tiles when there is more than 1 position per title; i.e., Library Technician 1, Library Technician 2, etc.
4. On the Vacant positions put Vacant in the Last name block and the position title, with number if appropriate, in the First name block; i.e., Vacant, Lib Tech 1.
5. For positions either abolished or established, count for the time existed in this section and explain what happen to this position in the narrative.

Position Title _____

NOTE: Examples are Supervisory Librarian and Library Technician (OA).

Pay Plan

GS=General Schedule
WG=Wage Grade
O=Officer
CO=Contractor

GM= General Manager
NF=NAFI
E=Enlisted

Position Series _____

NOTE: Library Directors and Reference Librarians are Series 1410, Technicians and Aides are 1411, and Technical Information Specialists are 1412, Computer Specialist 0334. For Contract and NAF positions, enter the GS equivalent.

Position Grade (e.g., GS-06, NF-04) _____

NOTE: All Contract Personnel Enter the GS equivalent. Check with your Command Librarian for position equivalents if not listed below.

Enlisted Position Equivalents

Air Basic (AB) = E1	Airman (AMN) = E2	Airman First Class (A1C) = E3
Senior Airman (SRA) = E4	Staff Sergeant (SSgt) = E5	Technical Sergeant (TSgt) = E6
Master Sergeant (MSgt) = E7	Senior Master Sergeant (SMSgt) = E8	
Chief Master Sergeant (CMSgt) = E9		

Officer Position Equivalents

Colonel = 06	Lt Colonel = 05	Major = 04
Captain = 03	1 st Lt = 02	2 nd Lt = 01

AMC Contract Position Equivalents

Library Directors = GS-11

Reference Librarians = GS-09

Lead Technicians = GS-06 or 07

Middle Level Technicians = GS-04, 05, or 06

Library Aides = GS 03

E. Personnel Hours Worked in This Position

1. Average Number of Hours Worked Per Week _____

NOTE: Number of hours work for the year divided by number of weeks worked.

Total Hours Worked APF

NOTES: 1. This is the total number of hours this position was filled by the person listed as the employee below during the fiscal year. It is obtained by multiplying the number of hours the person worked per week by the number of weeks he/she worked.

2. 52 weeks @ 40 hrs = 2,080 hours

Total Hours Vacant (LOST) APF

NOTE: This is the total number of hours no one filled the position during the FY. It is figured by multiplying the number of hours per week a person would have worked if the position had been filled times the no. of weeks the position was vacant.

Total Hours Worked CONTRACT

NOTE: This is the total number of hours this position was filled by the person listed as the employee below during the fiscal year.

Total Hours Vacant (LOST) CONTRACT

NOTE: This is the total no. of hours no one filled the position during the fiscal year.

Total Hours Worked NAF-MOA

NOTE: This is the total number of hours this position was filled by the person listed as the employee below during the fiscal year.

Total Hours Vacant (LOST) NAF-MOA

NOTE: This is the total no. of hours no one filled the position during the fiscal year.

Total Hours Worked NAF

NOTE: This is the total number of hours this position was filled by the person listed as the employee below during the fiscal year.

Total Hours Vacant (LOST) NAF

NOTE: This is the total no. of hours no one filled the position during the fiscal year.

Current Employee's Name

Last name

First name

Middle Initial

FTE

Authorized Staffing Levels (Full Time Equivalents = FTE)

NOTE: 1 FTE = 2080 hours per year. For part time staff # FTE = total part time hours worked divided by 2080. Example: 3 part time staff worked a total of 1850 hours divided by 2080 = 0.8

APF FTE's

Librarian

NOTE: This includes all professional librarians

Technical Information Specialist

Computer Specialist

Library Technicians

Library Clerks/Aides

Other

Total

[Filled in by the Computer]

Contract FTE's

Librarian

NOTE: This includes all professional librarians

Technical Information Specialist

Computer Specialist

Library Technicians

Library Clerks/Aides

Other

Total

[Filled in by the Computer]

NAF-MOA FTE's

Librarian

NOTE: This includes all professional librarians

Technical Information Specialist

Computer Specialist

Library Technicians

Library Clerks/Aides

Other

Total

[Filled in by the Computer]

NAF FTE's

Librarian

NOTE: This includes all professional librarians

Technical Information Specialist

Computer Specialist

Library Technicians

Library Clerks/Aides

Other

Total

[Filled in by the Computer]

Totals by Category

Librarians

[Filled in by the Computer]

Technical Information Specialist

[Filled in by the Computer]

Computer Specialist

[Filled in by the Computer]

Library Technicians

[Filled in by the Computer]

Library Clerks/Aides

[Filled in by the Computer]

Other

[Filled in by the Computer]

TRAINING

NOTES:

1. Fill out one screen for EACH LIBRARY RELATED training class that EACH person attended.
Example: Mary, Sue, and Joan took 1 course and Sue, Bill, and Rene took another = 6 screens.
2. DO NOT enter Air Force required training classes such as Ethics, Sexual Harassment and DO NOT enter Staff meetings.
3. Fill out one screen for EACH Job Series RELATED training class that EACH person attended.
4. Fill out one screen for any CROSS training class that each person attended.
5. Only fill out training information for staff that was employed during the reporting year that you have entered into the personnel section.
6. Please heed the following quote:

“It is very important to enter a record for every LIBRARY training course taken by Library staff members. Resist the Temptation to lump “All Employees” or “3 Employees” in a single record for a training opportunity attended by multiple staff members. There is a very important metric in the staff productivity summary (Training Courses per FTE) that is used by MAJCOM and HQ AF.”

FY

[Filled in by the computer.]

FL Number

[Filled in by the computer.]

Start Date of Training (MM/DD/YYYY)

End Date of Training (MM/DD/YYYY)

Course Title of Training

Location of Training

Training Type

NOTE: Click on down arrow to select an answer.

- | | |
|---------------|--------------|
| 1. OJT | 6. DoD |
| 1. Base Level | 7. Academic |
| 2. Command | 8. Other |
| 3. Air Force | 9. National |
| 4. Federal | 10. Regional |

Number of Hours Attended Class

NOTE: Do not include personally funded, self-development courses.

Attendee

Conducted By

Cost of Training

NOTES:

1. Air Force asks that libraries make a special effort to show costs for training even if the only costs paid are mileage.
2. If OJT has been selected for Training Type DO NOT INCLUDE Salaries or Wages.

NARRATIVE FORMAT

All libraries must use this narrative format. Special MAJCOM narrative requirements will not replace this format and must be sent separately. Send special MAJCOM Narratives directly to MAJCOMs

Title: FL (# will be filled in for you) NARRATIVE REPORT FY (FY will be filled in for you) for (Base name will be filled in for you)

Use Word to design your narrative first; be sure to place a carriage return at the end of each line. Then use the Cut and Paste options to place in the electronic format on the web.

SECTION I: REMARKS

Include in this section any explanatory comments concerning statistics reported on the annual report. Please identify the section number and title that is being explained. Also include any significant events such as building constructions/renovation, new furniture/equipment, operating hour changes, new personnel, special awards or recognitions for personnel, and new programs.

SECTION II: MISSION SUPPORT

Describe in this section the support your library made to the Air Force mission on your base. Include information about office reference collection orientations/briefings, special research projects, CSAF Professional Reading program, AEF support, and other Air Force initiatives.

SECTION III: EDUCATION SUPPORT

Describe in this section your library's support of the educational programs on your base. Include professional military education (PME) and voluntary education programs. List the colleges and universities offering courses and the total number of students enrolled in their programs. Also include orientations, meetings with faculty, Education Services Officer, and committees.

SECTION IV: QUALITY OF LIFE SUPPORT

Describe in this section your library's efforts to enhance the quality of life of the Air Force community on your base.

SECTION V: PUBLIC RELATIONS

Describe in this section the public relations campaign your library used during the fiscal year.

SECTION VI: RECOMMENDATIONS

This is your library's chance for feedback. Include recommendations for:

- (1) BASE
- (2) MAJCOM
- (3) AIR FORCE